



Parks, Recreation and Marine Recreation Leader Specialist X Part-Time Employment Opportunity

Apply by
July 22, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for a **Site Director position in the City's WRAP (Winners Reaching Amazing Potential) after school program at Edison Elementary School**. The duties and responsibilities for this position include:

- Under the direction of a supervisor, design, plan, and oversee implementation of a site program that includes homework assistance, tutoring, academic enrichment, and physical recreation;
- Manage and supervise program staff;
- Oversee participant behavior, program risk management, and safety of participants and staff;
- Maintain accurate records;
- Develop and maintain a cooperative relationship with school administration, faculty, support staff, and the parents of participants;
- Perform other related duties as assigned.

Qualifications This position is open only to current City of Long Beach employees and requires the following minimum qualifications:

- Two years experience in developing and implementing extended day or after school programs for school-aged youth, or two years experience working within an academic enrichment program;
- Must have successfully completed an LBUSD Rigorous Exam or obtained 48 applicable college units (proof required);
- Must be at least 18 years of age, and possess a valid California Driver's License. (Candidates will be required to submit a current (no more than two weeks old) DMV ten-year driving history (H-6) at the time of the selection interview);
- Possess excellent organizational, administrative, and program management skills;
- Computer experience: Proficiency of Microsoft Word is required; proficiency of Microsoft Excel is highly desirable;
- Experience working with children and adults with a wide range of ethnic, cultural, and socio-economic backgrounds is desirable.

Hourly Rate This non-career position is offered at the Recreation Leader Specialist X level at an hourly rate of \$20.271. The position is temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

How to Apply All candidates must apply online, and submit a letter of interest, resume and proofs (if applicable). All documentation must be submitted **no later than 4:30 p.m., Friday, July 22, 2016**, to the following address:

<http://agency.governmentjobs.com/longbeach/default.cfm>



EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"